

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	<u>FERNANDEZ, Mary</u>
Expense Dates	<u>08/18/09-08/19/09</u>
Total Expense Amount	<u>485.41</u>
Amount Due Employee	<u>178.21</u>
Form ID	<u>TEA000494573</u>

**DIRECTIONS FOR SUBMISSION**


1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 08/19	Lodging	93.95	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name Mary FERNANDEZ  
Expense Dates 08/18/09-08/19/09  
Report Name Ontario 4100 August 18, 2009

Request Total \$ 485.41  
Direct Charge Total - 307.20  
Travel Advances - 0.00  
Net Due Employee = 178.21

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SCRAO/CRC	485.41

NOTE: (d)=Direct Charge

DATE	Tue Aug 18	Wed Aug 19								TOTAL
Parking, Auto	9.00	9.00								18.00
Mileage, Personal Auto	13.13	13.13								26.26
Commercial Air Fare (d)		307.20								307.20
Lodging		93.95								93.95
Dinner		18.00								18.00
Lunch		10.00								10.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS \$	22.13	463.28								485.41

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	SCRAO/CRC	08/18/09	Parking, Auto	9.00	Cash
Regular Travel	SCRAO/CRC	08/18/09	Mileage, Personal Auto	13.13	Cash
Regular Travel	SCRAO/CRC	08/19/09	Commercial Air Fare	307.20	Direct Charge
Regular Travel	SCRAO/CRC	08/19/09	Lodging	93.95	Cash
Regular Travel	SCRAO/CRC	08/19/09	Dinner	18.00	Cash
Regular Travel	SCRAO/CRC	08/19/09	Lunch	10.00	Cash
Regular Travel	SCRAO/CRC	08/19/09	Breakfast	6.00	Cash
Regular Travel	SCRAO/CRC	08/19/09	Incidentals	6.00	Cash
Regular Travel	SCRAO/CRC	08/19/09	Parking, Auto	9.00	Cash
Regular Travel	SCRAO/CRC	08/19/09	Mileage, Personal Auto	13.13	Cash